

SECRET

RECORDS MANAGEMENT DIVISION

5 January 1955

ATTENTION
THRU

Chief, I & R Staff, DD/P
: Mr. []
: Chief, Management Staff
Chief, Records Management Division

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Report on Operation of the Records Management Program
in NEA Division, DD/P

1. In accordance with your request to the Chief, Management Staff, I made a quick survey of the NEA Division to determine whether a Records Management Program has been established in compliance with existing regulations.

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2. [] charges the Administrative Officer in each Senior Staff and Area Division with responsibility for implementation of the Program and for designating an Area Records Officer who is responsible for internal records management. Mr. Donald [] has been the Administrative Officer for the Division since April 1953.

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3. Mrs. [] Assistant to the Chief, Executive Secretariat, NEA Division, was designated as Area Records Officer for the Division [] Mrs. [] says that when she was approached to assume the Area Records Officer job about two years ago, she expressed no interest in it and said that she could not perform the duties of the position because of other assignments. She had no knowledge of [] designating her officially as the Division Area Records Officer. She has never discussed the records management program with Mr. [] and has done nothing to develop a program.

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4. Sometime in 1952 or 1953, [] the PM Staff established the Vital Materials Program for the Division. He is no longer connected with this Program and prior to his assuming other duties, he made arrangements for the Branches and principal staffs in the Division to submit their vital materials to Mrs. [] for transmission to the DD/P Area Records Officer. Mrs. [] receives vital materials and forwards them to Mr. [] RI Division, for transmission to the Vital Materials Repository.

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5. Mrs. [] was recently asked by her superior, Mr. John [] Chief, Executive Secretariat, NEA Division, to comment on a proposed Records Disposition Handbook. She did not feel qualified to submit any comments.

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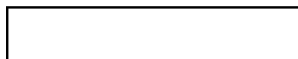
6. Mr. [] has recently made a review of the vital materials being sent to the Agency Repository and has determined that revisions are necessary in the type of documents.

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7. On the basis of my brief survey, there is no indication that anything is being done in records management except on vital materials.



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